

Office of the City Clerk

Lee Price, City Clerk

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Maximize public access to municipal
government

City Service Area

Strategic Support

Core Service

Facilitate the City's Legislative Process

Maximize public access to the City's legislative processes by maintaining the legislative history of the City Council and complying with election laws

Strategic Support: Long Range Planning & Policy Development,
Financial Management, Human Resources

Office of the City Clerk

Department Budget Summary

	2008-2009 Actual 1	2009-2010 Adopted 2	2010-2011 Forecast 3	2010-2011 Adopted 4	% Change (2 to 4)
Dollars by Core Service					
Facilitate the City's Legislative Process	\$ 3,820,550	\$ 3,871,987	\$ 3,020,825	\$ 4,628,569	19.5%
Strategic Support	116,553	220,947	232,418	121,315	(45.1%)
Total	\$ 3,937,103	\$ 4,092,934	\$ 3,253,243	\$ 4,749,884	16.1%
Dollars by Category					
Personal Services					
Salaries/Benefits	\$ 1,971,055	\$ 1,852,004	\$ 1,947,313	\$ 1,763,954	(4.8%)
Overtime	170	0	0	0	0.0%
Subtotal	\$ 1,971,225	\$ 1,852,004	\$ 1,947,313	\$ 1,763,954	(4.8%)
Non-Personal/Equipment	1,965,878	2,240,930	1,305,930	2,985,930	33.2%
Total	\$ 3,937,103	\$ 4,092,934	\$ 3,253,243	\$ 4,749,884	16.1%
Dollars by Fund					
General Fund	\$ 3,937,103	\$ 4,092,934	\$ 3,253,243	\$ 4,749,884	16.1%
Total	\$ 3,937,103	\$ 4,092,934	\$ 3,253,243	\$ 4,749,884	16.1%
Authorized Positions	17.00	16.00	16.00	15.00	(6.3%)

Office of the City Clerk

Budget Reconciliation

(2009-2010 Adopted to 2010-2011 Adopted)

	Positions	All Funds (\$)	General Fund (\$)
Prior Year Budget (2009-2010):	16.00	4,092,934	4,092,934
<hr/> Base Adjustments <hr/>			
One-Time Prior Year Expenditures Deleted			
• Rebudget: Clerk's Office Election Costs		(850,000)	(850,000)
• Rebudget: Clerk's Office Automation Technology		(85,000)	(85,000)
One-time Prior Year Expenditures Subtotal:	0.00	(935,000)	(935,000)
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Technical Adjustments to Costs of Ongoing Activities			
• Salary/benefit changes		95,309	95,309
Technical Adjustments Subtotal:	0.00	95,309	95,309
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2010-2011 Forecast Base Budget:	16.00	3,253,243	3,253,243
<hr/> Budget Proposals Approved <hr/>			
1. Clerk's Office Contracts Staffing	(1.00)	(111,103)	(111,103)
2. Clerk's Office Total Employee Compensation Reduction		(33,116)	(33,116)
3. Clerk's Office Records Request and Research Staffing		(20,258)	(20,258)
4. Clerk's Office Management and Professional Employees Total Compensation Reduction		(18,882)	(18,882)
5. Ballot Measure Costs		280,000	280,000
6. Rebudget: Election Costs		1,400,000	1,400,000
Total Budget Proposals Approved	(1.00)	1,496,641	1,496,641
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2010-2011 Adopted Budget Total	15.00	4,749,884	4,749,884

Office of the City Clerk

Budget Changes By Department

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
1. Clerk's Office Contracts and Ethics Compliance Staffing	(1.00)	(111,103)	(111,103)
<i>Strategic Support CSA</i>			
<i>Strategic Support</i>			

This action eliminates 2.0 Analyst II positions (one effective July 1, 2011) in the Office of the City Clerk. The elimination of one Analyst II position in the contract unit would reduce staffing in that unit by 50%. The elimination of this position, which provides centralized contract/grant processing and tracking for the City, would greatly reduce the Office's ability to execute and file contracts/grants as well as archive them electronically for retrieval. As a result, this reduction will result in significantly extended service times for both internal and external customers. Responsibility for newspaper publications of Notices to Contractors for construction projects and the public opening of construction bids will be shifted from the Office of the City Clerk to the department responsible for project management. The elimination of one Analyst II position (effective July 1, 2011) dedicated to accepting, reviewing, and making available all Statements of Economic Interest and Lobbying reports, as well as codifying amendments to the Municipal Code and City Council Policy Manual will reduce the frequency of codification, production, and distribution of Code supplements. Distribution of Code and Policy Manual supplements will be reduced from several times per year to once per year. (Ongoing savings: \$246,751)

Performance Results:

Cycle Time, Customer Satisfaction Response times to inquiries from the public and City staff regarding Sunshine Task Force/Open Government reforms and other ethics compliance related requests will be significantly reduced. The provision of filer training and assistance and the current level of compliance monitoring, review and audit functions will be eliminated. Final contract/grant execution and electronic posting may increase from one day to three days during peak periods.

Office of the City Clerk

Budget Changes By Department (Cont'd.)

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
2. Clerk's Office Total Employee Compensation Reduction		(33,116)	(33,116)

Strategic Support CSA

Facilitate the City's Legislative Process

As a result of compensation reductions for various bargaining groups as approved by the City Council on June 22, 2010, this action reflects a 10% reduction in total compensation costs, of which 5% is ongoing, for various bargaining units (AEA, ALP, AMSP, CAMP, IBEW, and OE3); an additional 5% total compensation reduction for Executive Management and Professional Employees and Unrepresented Employees (Units 99 and 81/82) for a total 10% reduction in compensation, of which 5% is ongoing; and a 5% reduction in ongoing total compensation costs for ABMEI. The savings generated from these actions helped address the General Fund shortfall, thereby retaining City services which would otherwise have been eliminated.

The compensation adjustment actions, which vary by employee group, include: general wage decreases, freezing of merit increases, additional employee contributions to retirement to offset the City's contributions, healthcare cost sharing changes (from 90% City/10% employee to 85% City/15% employee), healthcare plan design changes including increased co-pays, and changes in healthcare in lieu, healthcare dual coverage, and disability leave supplement. The specific actions are described in each bargaining unit's agreement with the City that can be found at: <http://www.sanjoseca.gov/employeeRelations/labor.asp>.

These compensation actions generate savings of \$8.6 million in the General Fund, offset by overhead and other reimbursement losses of \$856,000, resulting in total net General Fund savings of \$7.7 million. In the Office of the City Clerk, the General Fund savings totals \$33,116 as reflected in the 2010-2011 Adopted Budget. It should be noted that because of the timing of the concession agreements, the total value of the savings in all other funds is not yet available. Compensation savings generated for other funds will be brought forward as part of the 2009-2010 Annual Report, to be released on September 30, 2010. (Ongoing General Fund savings: \$16,558)

Performance Results: N/A

Office of the City Clerk

Budget Changes By Department (Cont'd.)

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
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3. Clerk's Office Records Request and Research Staffing		(20,258)	(20,258)
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Strategic Support CSA

Facilitate the City's Legislative Process

This action eliminates 1.0 filled Legislative Secretary position and adds 1.0 Office Specialist II position in the Records Division. Currently, the Records Division provides telephone and front counter reception, as well as performs record management tasks. This reduction will not impact public access to documents or the ability to fulfill provisions of the California Public Records Act; however, it will reduce internal customer support and may result in delays in providing access to records to the organization. (Ongoing savings: \$23,396)

Performance Results:

Customer Satisfaction Internal support for researching City Council actions and records from the adoption of the City Charter to the present will need to be prioritized. Priority will be given to legal and Mayor/Council research requests. Routine internal customer research support would be delayed or not provided. Retrieval of historic records stored off-site would be delayed for internal customers.

4. Clerk's Office Management and Professional Employees Total Compensation Reduction	(18,882)	(18,882)
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Strategic Support CSA

Facilitate the City's Legislative Process

This action is a reduction in personnel costs equivalent to 5% of total compensation for Appointees, Executive Management, and Professional Employees (Unit 99). The savings generated from these actions helps address the General Fund shortfall, thereby retaining City services which may otherwise have been eliminated. The compensation adjustments include a 4.75% general wage decrease, freezing of merit increases, healthcare cost sharing changes (from 90% City/10% employee to 85% City/15% employee), healthcare plan design changes including increased co-pays, and changes in healthcare in lieu, healthcare dual coverage, disability leave supplement, and sick leave payout. These actions result in savings of \$1.23 million in the General Fund including overhead loss and \$2.1 million in all funds. In the Office of the City Clerk, savings total \$18,882 in the General Fund. (Ongoing savings: \$18,882)

Performance Results: N/A

5. Ballot Measure Costs	280,000	280,000
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Strategic Support CSA

Facilitate the City's Legislative Process

This action increases the Office's contractual services allocation in 2010-2011 to account for one additional ballot measure. These funds when combined with existing funds will allow for two possible fall ballot measures. Ballot measures being considered include; a quarter-cent sales tax increase, a baseball stadium, medical marijuana, and charter reforms. (Ongoing costs: \$0)

Performance Results: N/A

Office of the City Clerk

Budget Changes By Department (Cont'd.)

Adopted Budget Changes	Positions	All Funds (\$)	General Fund (\$)
6. Rebudget: Election Costs		1,400,000	1,400,000
Strategic Support CSA			
<i>Facilitate the City's Legislative Process</i>			
<p>This action rebudgets 2009-2010 non-personal/equipment savings to pay for anticipated expenses associated with the June 2010 Council District/Mayoral primary. The Santa Clara County Registrar of Voters is unable to bill the City for these election costs until 2010-2011. (Ongoing costs: \$0)</p>			
Performance Results: N/A (Final Budget Modification)			
2010-2011 Adopted Budget Changes Total	(1.00)	1,496,641	1,496,641

Office of the City Clerk

Departmental Position Detail

Position	2009-2010 Adopted	2010-2011 Adopted	Change
Analyst II	4.00	3.00	(1.00)
Assistant City Clerk	1.00	1.00	-
City Clerk	1.00	1.00	-
Legislative Secretary	5.00	4.00	(1.00)
Office Specialist II	0.00	1.00	1.00
Senior Analyst	1.00	1.00	-
Staff Specialist	1.00	1.00	-
Staff Technician	3.00	3.00	-
Total Positions	16.00	15.00	(1.00)